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# State Court Administrative Office

## Judicial Information Systems

### Circuit Court System

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The Judicial Information Systems Circuit Court System is a powerful tool to aid the Circuit Courts of Michigan in record keeping, caseflow management and administrative reporting. The system was designed by judges, court administrators, clerks and data processing departments of various counties in the state. The system recognizes the individual needs of the clerk and court and consolidates them into a common system effort.

#### *Interactive System Features*

The system provides, through this segment, the ability to retrieve information instantaneously from the data base by the use of a PC. All case data is entered through this segment with the use of five update screens. All of these screens have edit criteria associated with them, this criteria provides date validation, dispositional checking and scheduling conflicts. Once entered, the information can be obtained through PC's physically located elsewhere in the county, and can be inquired upon in the following various manners.

#### **Name Lookup**

Given a name, the system searches the index for all cases associated with it and displays the referencing case number(s). The search can be found through sound-alike or partial name look-up. Names are entered in this index as parties are entered at case initiation or by a separate name screen for cases not residing on the system.

#### **Combined Docket and Courtroom Journal**

The system provides in chronological sequence, the ability to examine the documents filed as well as associated activity from the courtroom. The user can obtain the same displayed format in hardcopy form. Some specific features include:

- Calendar - schedule and/or generate notice
- Reassignment of entire case or specific matters on a case to another judge
- Pop-up windows that contain information about charges, parties and event codes
- Separate court sentencing screen

#### **Courtroom Calendar**

This feature is obtainable on the PC and provides a list of

activities scheduled in the courtroom delineated by judge, date and time.

<b>Attorney Name Lookup</b>	Given an attorney name, the system will provide the associated P-number, address and telephone number, with the ability to page forward and backward.
<b>ADR</b>	This function tracks the significant dates, fees, and court scheduling obligations for the cases in ADR. It also provides in chronological sequence, the ability to examine documents associated with the progress of ADR that have been filed.
<b>Probation</b>	The Probation Module is dormant due to the Department of Corrections implementation of their OMNI system. The JIS module provides the probation departments with access to the Circuit Court case files as well as providing that department with the necessary tools to manage their respective caseload. The probation departments still using this module are unknown.
<b>Financial</b>	The system allows printing of receipts and posting of information collected when cash receipts are entered; either court related or non-court related. The cash system provides a daily cash receipts journal, transmittal worksheet (and final copy), bond list, restitution report, history transactions (by account or type), defendant balances report, a cash code list, Summary of Audited Accounts report, Victim Rights report, Assessment Audit report, Account History report and statements, Prisoner Satisfaction of Financial Obligation report and Prisoner Collections report .
<b>Security</b>	The system provides the ability to secure access from individual screens and reports available on all the Circuit Menus. A multi-county circuit residing on the same computer, using the same circuit files, may secure each user to his/her county's data, only. However, a circuit court administrator may have the ability to inquire, update, and report for all counties in his/her circuit as determined by his/her security screens.
<b>Immediate Forms</b>	<p>This feature makes the following State Approved Forms available for printing on any printer:</p> <ul style="list-style-type: none"><li>• Judgment of Sentence/Commitment to Jail</li><li>• Notice to Appear</li><li>• Order of Acquittal/ Dismissal or Remand</li><li>• Dismissal Non Service/No Progress</li><li>• Notice of Right to Timely Appeal and Request for Appointment of Attorney</li><li>• Judgment of Sentence/ Commitment to Corrections</li></ul>

#### Department

- ADR Hearing Notice
- Notice of ADR Evaluation
- Notice of Acceptance/Rejection of ADR Results
- Intent to Dismiss -No Progress
- Order of Nolle Prosequi
- Party Notification
- Youthful Trainee Assignment
- Order for the Counseling and Testing for Disease/Infection
- Order for DNA Profiling
- Order after Hearing on Violation of Personal Protection Order
- Order for Vehicle Immobilization
- Order
- Petition and Order to Show Cause
- Order of Probation
- Petition and Bench Warrant
- Petition and Order to Show Cause.

#### **Advanced Function Printing (AFP)**

This feature makes the above mentioned State Approved forms available for printing as they appear on the camera ready copy, with appropriate font sizes and line-draw detailing, printing case data where appropriate. This feature requires the use of an IPDS (intelligent printer data stream) printer.

**Criminal History Extract** This module provides the Court the ability to update the State Police's Criminal History Records System.

**Prosecutor Interface** This interface provides for the interactive inquiry into the Court system for the prosecutor's offices that have the PAAM System implemented. Additionally, there will be a batch update of common data elements between the respective systems.

**Abstract Reporting** This feature allows courts to process their abstracts electronically. An abstract can be created to update an individual's Secretary of State driving record. Electronic processing replaces the printed abstracts and allows more flexibility in updating and correcting errors.

**Jury Management** This module was developed to assist individual courts with the maintenance and processing of jury information, beginning with the juror list from the Department of State, to juror selection, through payment of jurors

## ***Batch System Features***

### **Case Numeric List**

This report provides a reference index of all cases sorted in ascending sequence by case number. It contains case numbers, judges name, plaintiff name, defendant name, file date, reopen date, disposition information and disposition code. The reports can be generated for:

- All cases
- Open, closed, deferred, under advisement, or ADR cases (all statuses or individually)
- Public or non-public cases
- All case types or specific case types
- All file dates or specific file dates
- All judges or one judge

### **Case Alphabetic List**

This report provides an alphabetical listing of all parties involved with court cases, together with the last and next activity for each party. The reports can be generated for:

- All cases
- Open, closed, deferred, under advisement, or ADR cases (all statuses or individually)
- Public or non-public cases
- All case types or specific case types
- All file dates or specific file dates
- All judges or one judge

### **Courtroom Calendar/ Worksheet**

The courtroom calendar and/or worksheet is a list of matters to be heard before a particular judge for a certain date, sequenced first by time then by event type. The worksheet can be used to record notes of the matters being heard and as a transmittal sheet for data entry. The calendar/worksheet can be generated for:

- A specific period of time (one week, one month, etc)
- One judge
- All events or specific event types

### **Notices**

The system generates notices for events scheduled on the judge's calendar. Notices are sent to the attorneys or proper parties involved. A proof of service for the court file is also generated. Notices can be selected to be printed by date, event, or by case number.

### **Case Load Report**

This report is a summation of information derived from open

dates, reopen dates, closed dates, dispositional codes and case types. When this option is selected a SCAO inventory report and an audit list is generated. It includes Part 1 beginning pending and new filings, Part 2 dispositions and Part 4 case aging or time guidelines.

**Case Review List**

This report provides a list of cases that advise follow-up action. The action types can be selected together, individually or by any combination of the following categories:

- Criminal-No Next Action
- Review Requested
- Civil-No Next Action (All Answers Filed)
- Default on Party Due
- Non-Service Due
- Under Advisement
- Deferred status

**Audit List**

This report provides a list of all cases that have had activity (additions, deletions or modifications) on a specified date and a description of the activity. The report is printed in case number order and logs all entries chronologically.

**ADR Calendar**

This ADR calendar is a list of ADR matters to be heard at a specific location on a certain date as entered on the ADR case management screen.

**ADR Notices**

This form is mailed to litigants in circuit court cases to inform them of dates, times, and places to appear for ADR hearing. The system also provides an additional notice to be placed in the file and indicates proof of service. The calendar can be selected by:

- Date
- All cases with scheduled matters or one case

**ADR Review Report**

This report is generated to help manage the flow of cases through ADR. The report is based on the discovery deadline and can be requested for a specific date period or all ADR cases.

**ADR Statistic Report**

This report provides statistical information regarding cases ordered into ADR. The report will print the following information:

- Hearings scheduled

- Cases removed
- Hearings adjourned
- Hearings held
- Closed before accepted
- Hearings
- Remanded to district
- Rejected
- Closed after hearing
- Set for Trial

**ADR Late Fees Report**

This report is used to determine those ADR cases which have parties with late fees assessed pursuant to MCR 2.403(1)(2).

**Trial Activity Report**

This report provides a listing of all cases in which trial activity was disposed within the quarter, and reports the trial half-days that occurred. This report can be generated for:

- Specific dates (one week, one month, etc)
- All judges or one judge

**Speedy Trial Worksheet**

This worksheet has two sections, Worksheet A and Worksheet B. The reports are for criminal cases with the following criteria:

A-shows cases where the defendant has been incarcerated more than six months.

B-shows cases where there has been a delay of 28 days or more between preliminary examination/waiver and arraignment on the information/indictment and trial.

This worksheet can be generated for:

- Specific date
- All judges or one judge

**Case Age Report**

This report lists all cases that are still pending over two years in chronological order by county, judge, case filed date and case type. The report can be requested for one judge or all judges.

**Case Distribution**

This report lists a summation of the number of cases for each judge and then presents a distribution percentage for each judge of his total caseload. It also gives a disposition ratio for the current year.

**Pending Criminal List**

This report is an alphabetical listing by defendant of all criminal cases that have not been closed, with the dates

pertinent to the evaluation of status for each case. This report can be generated for:

- All pending criminal cases or specific file dates
- All judges or one judge

**Pending Civil Case List** This report is a numerical listing of civil cases that have not been closed, with the pertinent dates relative to the case as a whole, as well as pertinent information relative to each party. This report can be generated for:

- All pending civil cases or specific file dates
- All judges or one judge
- All case types or a specific case type

**Lack of Progress Report** This report is a numerical listing of civil cases with no action for a period of at least 91 days. This report can be generated for:

- Specific date
- All judges or one judge
- All case types or a specific case type

**Entry Fees not Paid** This report provides the court with a listing of cases where:

- No fees were paid when the case was initiated
- Fees were waived
- Case is not subject to fees
- Fees were paid when the case was initiated

The report can be generated for a specific period of time based on file dates. An audit list for each of the above categories is also generated.

**Post Judgment Activity** This report indicates the amount of post-judgment activity that occurred in the Court for a specified period of time. This report can be generated for:

- Specific time periods
- All judges or one judge

**Calendar Summary** The calendar summary is a week at a glance format of the calendar of events to be heard before a particular judge. The summary can be generated for:

- Specific time periods
- One judge

**Drug Offense Report**

This report is a list of criminal cases with drug related charges. This report can be generated for:

- A specific time period

**Report Generator**

The report generation menu lists all fields available for use as criteria for any "ad hoc" report requested. The requested field names may be selected, printed or sorted for the report. This feature aids the court in responding to requests for statistical analysis and questionnaires.